ATRRS
Army Training Requirements And Resources System

selfDevelopment center

User Guide

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ATRRS Help Desk
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Record of Changes

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Introduction

The ATRRS Self-Development Center provides a range of courses for the benefit of all military and DoD civilian personnel. Enrollment in a self development course is on a self-nomination basis and does not require the approval of a supervisor. To browse or enroll in one or more of the available courses visit the Self-Development Center (https://www.atrrs.army.mil/selfdevctr). Links to the Center are also available from:

Army Knowledge Online (Select **My Training** from the **Self Service Menu**, then select **Take Self-Development Courses** from the **ATRRS Student Center**), or from the

ATRRS Homepage (Select **Army** from the **Channels** directory, and then click **Self-Development**).

Each of the links above directs you to the Self-Development Center (see Figure 1)

Figure 1: Self-Development Center home page

The menus on the main navigation box on the left of the Self-Development home page provide options to locate and apply for a course or to review other personal training information (see Figure 1). You may search for a course without logging in to the Self-Development Center, but you must log in to apply for a course.

1. Quick Course Search

This option allows you to search for courses using all or part of a course reference number or title, or a single key word. Enter the information you have in one of the two **Quick Course Search** text boxes (see Figure 2) and click either **Search** button. Results that match your criteria are listed in an information table in the center of the page. To learn more about any course in the list, click its course reference number (see Figure 2).

Figure 2: Quick Course Search

The list refreshes to show a **Class Schedule** and, where available, the **Course Scope** and information on the School responsible for the Class. To register for a class, click the **Register** button in the left hand column of the **Class Schedule** (see Figure 3)

Figure 3: Course Information

The **Privacy and Security** notice shows: click the **I Agree** button to continue to the **Login** page. The method used to Login and make a course application is determined by the School that runs the class.

2. Advance Course Search

To search or browse for a course by category, click **Advanced Course Search** under the **User Tools** section of the main navigation menu. The ATRRS Course Catalog search option opens (see Figure 4). The catalog search option allows you to search by **Fiscal Year** and **School** criteria, in addition to the **Quick Course Search** options of **Course Number** and **Course Title**. Select the **Fiscal Year** in which you wish to

begin a course from the drop-down list (see Figure 4) to begin a search of the ATRRS Course Catalog.
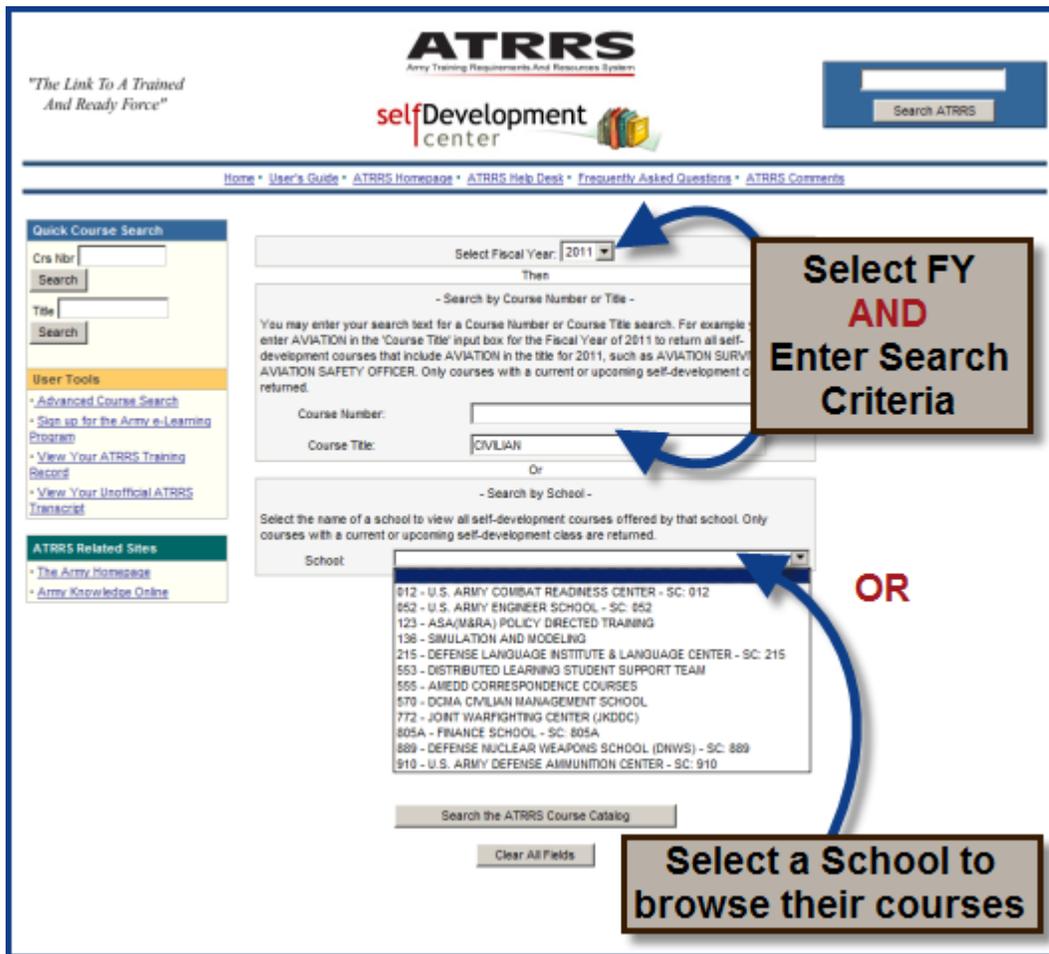
Figure 4: Search or Browse by Category

You may then choose to search by **Course Number** and/or **Course Title**, or you may choose to view all self-development courses offered by a single school. To search by school, select the **School** of your choice from the **Search by School** drop-down list. Click the **Search the ATRRS Course Catalog** button to see the results of your search and follow the instructions in the Quick Course Search section (see page 2) for further information on courses offered.

3. Applying for a Self-Development Course

To apply for a course requires that you first log in to the Self-Development Center. The type of log in is determined by the school that offers the course you selected.

A School may offer Login by:

- CAC or AKO
- AKO only
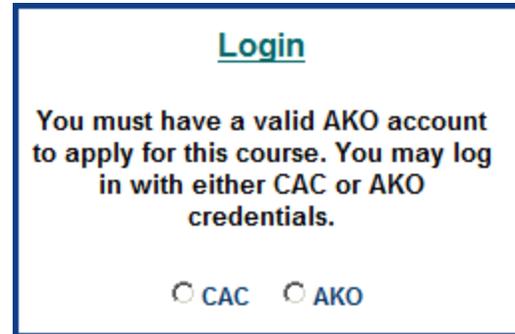- CAC and AKO, but restricted to applicants with an existing AKO account

Login

You must have a valid AKO account to apply for this course. You may log in with either CAC or AKO credentials.

○ CAC   ○ AKO

Figure 5: Login Options

Where a **Login** option exists, click a radio button to select your preferred method to login to the password protected area of the Center. Enter your credentials and click the Login button. A **Training Application** form shows for the course and class selected.

Figure 6: Training Application form

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Note that Figure 6 shows the standard Training Application. This form is used when ATRRS already holds all necessary information about the applicant (as verified by the applicant's logon credentials). In instances where insufficient applicant data is held, additional fields (e.g. to capture an applicant's Branch or Service, Payplan, or Rank) may be included. When this is the case, additional fields at the bottom of the form must be completed by the applicant (see Figure 7 for an example).
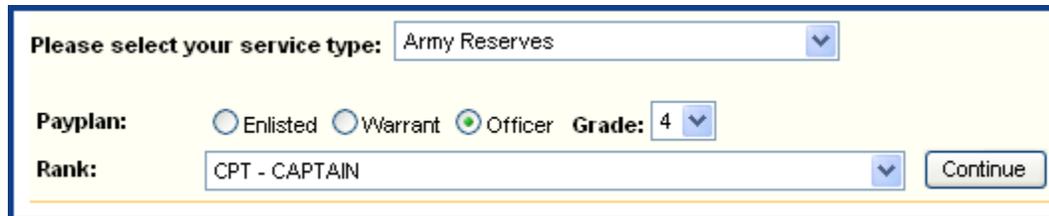
Figure 7: Additional Applicant Information Required

When the form is complete, click the **Submit Application** button (in the yellow bar at the bottom) to complete the process.

A confirmation window displays: click **OK** to close it.

The window refreshes to show your pending application. At the top of the window (see Figure 8) there is a reminder that you will be notified of the result of your application by email. Do not submit a duplicate application for this course until you have received the result of your first application (which may take as little as ten minutes). If you do not receive an email within 24 hours of your application, contact the ATRRS Help desk for assistance.

Note also that below the confirmation message your **Application Status History** shows a new entry and the entire form is now read only to reflect the application is complete.

Figure 8: Completed Application

4. Enroll with Army e–Learning

To enroll directly with Army e-Learning, click the **Sign up for the Army e-Learning Program** link in the main menu (see Figure 1). This link transfers you to the Army e-Learning website. Here you will have access to over 1,500 Information Technology, Business Skills, and Interpersonal Skills courses around the clock (24/7). To access the courses (which are free) you must be an active duty Soldier, a member of the National Guard or Reserves, a Department of the Army civilian employee, a USMA or an ROTC cadet. To register for an Army e-Learning class you must have an Army Knowledge Online (AKO) account and complete your registration through ATRRS (you do NOT need an ATRRS Logonid/Account to register). After Login, you may browse the Army e-Learning Course Catalog to see the courses available to you.

5. Review your ATRRS Training Record and/or Transcript

From the **User Tools** section of the main menu, click the **View Your ATRRS Training Record** or the **View Your Unofficial ATRRS Transcript** link (see Figure 1) to view your training record, as maintained in the ATRRS database. You will have to login with your AKO credentials or CAC to view your ATRRS training record. You may print these documents if you wish.

Table of Figures

User Feedback Request

We continually strive to improve our technical manuals and user guides. If you are aware of any inaccuracies or omissions in this guide, please forward a description which references:

- The title, date, and version number of the guide

- The page or paragraph number to which you refer (if applicable).

- The error or omission you've noted

If you have a suggestion on how we may better support your user community, we ask that you share it with us.

Please email your feedback and suggestions to UserGuides@asmr.com or contact the ATRRS Help Desk on DSN 225-2060 or Commercial (703) 695-2060.

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